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Army Regulation 690-950-33

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Civilian Personnel

Civilian Career Program for Ammunition Specialists

Summary. This regulation, together with AR 690-950-1, governs the Civilian Career Program for Ammunition Specialists. It sets program requirements for intake, assignment, career management, development, and the training of employees in the occupations covered. This is the Army's merit promotion regulation for this career program.

Applicability. This regulation applies to Department of the Army civilian employees in this career program. Also, it applies to U.S. Army Reserve technicians except when such policies and procedures are modified by AR 140-315. This regulation does not apply to Army National Guard technicians employed under section 709, title 32, United States Code (32 USC 709), unless specifically made applicable by the Chief, National Guard Bureau.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from HQDA(PECC-CM), ALEX VA 22332-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Except for retention of a reference copy (CPR 272.2-2a(5)), users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(PECC-CM), ALEX VA 22332-0300.

Contents

	Paragraph	Page
Chapter 1		
Introduction		
Purpose	1-1	1-1
References	1-2	1-1
Explanation of abbreviations and terms	1-3	1-1
Coverage	1-4	1-1
Career program structure	1-5	1-1
Career management objectives	1-6	1-1
Affirmative action	1-7	1-2
Functional chief and functional chief representative	1-8	1-2
Career program planning board	1-9	1-2
Central referral office	1-10	1-2
Supervisors	1-11	1-2
Career program employees	1-12	1-2
Channels of communication	1-13	1-3
Manpower planning	1-14	1-3
Ammunition logistics functions	1-15	1-3
Mobilization planning	1-16	1-4
Chapter 2		
Merit Placement and Outside Recruitment		
DA area of consideration—DA inventory	2-1	2-1
Registration and evaluation	2-2	2-1
Referral process	2-3	2-1
Reassignment and change to lower grade	2-4	2-1
Recruitment policies	2-5	2-2
Exceptions to competitive procedures	2-6	2-2
Special requirements and provisions	2-7	2-2
Chapter 3		
Training and Development		
Introduction	3-1	3-1
Intern training and evaluation	3-2	3-1
Specialist and intermediate level training	3-3	3-2
Management level training	3-4	3-2
Developmental training	3-5	3-3
Sponsorship program	3-6	3-3
Appendixes		
A. References		A-1
B. Master intern training plan		B-1
Glossary		Glossary 1

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Chapter 1
Introduction

1-1. Purpose

This regulation—

a. Includes requirements of directives issued by the Department of the Army (DA), Department of Defense (DOD) and the Office of Personnel Management (OPM).

b. Establishes this DA-wide career program for the intake and management of the careers of civilian employees in ammunition specialist (AS) occupations.

c. Has special provisions for program coverage and for the intake, registration, mandatory mobility, career appraisal, referral, and training and development of employees.

d. Sets policies and assigns responsibilities for—

(1) Improving the Army's ability to achieve its mission in ammunition logistics.

(2) Assisting and encouraging qualified applicants to seek AS positions.

(3) Providing training and developmental assignments for employees in the Ammunition Specialist career program (ASCP).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Coverage

This regulation covers General Schedule (GS) positions at grades GS-5 through GS/General Merit (GM)-15:

a. Permanent positions, listed below by series and title, are covered if at least 50 percent of the duties and responsibilities are in ammunition logistics functions. These functions are described in paragraph 1-15.

(1) GS-301 Ammunition Specialist.
(2) GS-301 Maintenance Management Specialist.
(3) GS-346 Logistics Management Specialist.
(4) GS-802 Mechanical Engineering Technician.
(5) GS-895 Industrial Engineering Technician.
(6) GS-1101 Production Management Specialist.
(7) GS-1150 Industrial Specialist.
(8) GS-1152 Production Controller.
(9) GS-1601 Ordnance Production Superintendent.
(10) GS-1670 Equipment Specialist.
(11) GS-2001 General Supply Specialist.
(12) GS-2003 Supply Systems Analyst.
(13) GS-2003 Supply Management Specialist.
(14) GS-2010 Inventory Management Specialist.
(15) GS-2030 Distribution Facilities Specialist.
(16) GS-2101 Transportation Specialist.
(17) GS-2130 Traffic Management Specialist.

b. Employees in the above positions on a full-time permanent competitive appointment are covered. Employees on a full-time excepted service appointment approved for career program coverage are also covered.

c. Individuals with civil service status who meet OPM Handbook X-118 qualification standards for AS positions and voluntarily register are covered by instructions for voluntary registrants. (See chapter 2, para 2-2*b.*)

d. Civilian personnel officers will order copies of this regulation through normal publication supply channels for each career intern, intern supervisor, career program manager (CPM), and supervisor in AS offices and activities.

1-5. Career program structure

There are four levels of progression in this career program—

a. Intern level. The intern level is at grade GS-5 and GS-7. The primary level is GS-5 for interns entering this career program.

b. Specialist level. Grades GS-9 and GS-11 represent the full performance level. Employees at these grades normally are technical leaders of lower-graded personnel.

c. Intermediate level. Supervisory positions and many nonsupervisory positions are at grades GS-11 and GS-12. Assignments are designed to broaden the individual's technical knowledge and skills and to develop managerial and administrative abilities.

d. Management level. Technical operating and staff management positions are at grades GS/GM-13 through GS/GM-15. Although technical competence is expected at these grade levels, emphasis is on managerial and supervisory responsibilities.

1-6. Career management objectives

This career program meets DA staffing needs for ammunition jobs common to most activities through—

a. Planned intake. Staff losses are projected and replacement needs determined through forecasting techniques. Intake can occur at any level, GS-5 or above.

b. Central referral. Central referral identifies candidates for jobs at specific grade levels to—

(1) Assure enough high-quality candidates.

(2) Give employees adequate opportunities to advance.

(3) Offer employees various assignments to achieve the broad background needed for managerial positions.

(4) Meet affirmative action program (AAP) requirements.

(5) Assure equitable and consistent consideration of employees for similar positions throughout DA.

(6) Achieve economy in operations.

c. Career development. Training and development are vital parts of the ASCP. Prescribed and recommended training for each level of development is in table 3-1.

1-7. Affirmative action

a. Actions are taken under this regulation to identify, qualify, evaluate, select candidates, and to train and develop career program registrants. These actions are done without regard to race, color, sex, marital status, political affiliation, religion, national origin, non-disqualifying handicapping condition, or age.

b. Equal employment opportunity (EEO) goals in the ASCP will be pursued within the merit requirements of this regulation. These goals are set yearly in the AAP.

1-8. Functional chief and functional chief representative

The Commanding General, U.S. Army Materiel Command (AMC), is the functional chief (FC) for the ASCP. The FC will name as functional chief representative (FCR) a senior official in a top-level position in ammunition logistics to manage the career program. FC and FCR responsibilities are in AR 690-950-1, paragraph 1-12.

1-9. Career program planning board

a. Membership. The FC will appoint the planning board members primarily from among key AS officials. This will include managers from installations and major Army commands (MACOMs) in the continental United States (CONUS) and from outside the continental United States (OCONUS).

b. Responsibilities. The ASCP planning board will meet at least annually to—

(1) Assess the total effectiveness of the ASCP.

(2) Recommend desirable or necessary program changes.

1-10. Central referral office

The Ammunition Specialist Career Management Office (ASCMO), U.S. Army Defense Ammunition Center and School (USADACS), under the technical direction of the Director of Civilian Personnel (DCP), will administer the ASCP with the FC. ASCMO will—

a. Process referral requests, assure proper consideration of candidates, issue referral lists, and maintain career program registration and referral files and other related data.

b. Assist the FC in scheduling and conducting career program planning board meetings, record and publish ASCP decisions.

c. Assure use of appropriate recruitment sources to staff hard-to-fill jobs and meet AAP requirements.

d. Serve as the primary source of communication in administration and operation of the ASCP.

e. Advise the FC and CPMs on the development of career patterns and training guides.

f. Develop individual regulations and training guides with functional officials.

g. Develop and validate candidate evaluation procedures according to Federal Personnel Manual (FPM) Supplement 335-1.

h. Maintain an inventory of career records of all AS employees, voluntary registrants, and non-DA status candidates interested in referral to AS positions at the GS-11 through GS/GM-15 grade levels.

1-11. Supervisors

Supervisors, with the help of the servicing civilian personnel office (CPO) and activity CPM, will—

a. Serve as the employee's first information source on—

(1) Career programs.

(2) Career progression patterns.

(3) Career appraisal.

(4) Mobility.

(5) Assignment opportunities.

b. Discuss with employees their—

(1) Performance and career appraisals.

(2) Training and development opportunities.

(3) Realistic career expectations.

c. Help employees to review training needs and develop a useful and practical individual development plan (IDP). The supervisor will use the IDP to schedule employees for training.

d. Assist in records administration support. This includes helping employees with appraisal forms.

e. Consider minorities, women, and disabled employees for selection, promotion, developmental assignments, and training (including long-term training (LTT)).

1-12. Career program employees

Employees in positions covered by the ASCP should—

a. Submit career appraisal forms and other required career records as instructed.

b. Help supervisors, CPOs, and functional officials to—

(1) Assess performance and qualifications strengths and weaknesses.

(2) Develop training plans.

(3) Complete career appraisals.

c. Continually improve knowledge, skills, and abilities in AS functions through self-development and training.

1-13. Channels of communication

All communications on program administration will be sent to the Director, U.S. Army Defense Ammunition Center and School, ATTN: SMCAC-AX, Savanna, Illinois 61074-9639.

1-14. Manpower planning

The manpower planning sequence determined by the ASCP planning board will be used to determine—

a. Strength requirements.

b. Anticipated personnel losses.

c. Replacement needs.

CPMs will supplement this guidance, as necessary, to provide requested manpower data to the FC and the planning board.

1-15. Ammunition logistics functions

a. Ammunition logistics functions are incorporated in the standard functional structure of the Army logistics system as prescribed in AR 700-126. ASCP positions always require ammunition skills in the performance of duties, though this may not always be documented in the job description. AS manage, direct, control, develop, supervise, or perform work in ammunition or ammunition-related operations by—

(1) Collecting, analyzing, interpreting, and developing information and making decisions on ammunition supply, maintenance, receipt, storage, issue, inventory and demilitarization operations.

(2) Informing and advising those responsible for procuring, producing, testing, reviewing, supplying, storing, re-working, maintaining, transporting or disposing of ammunition.

(3) Planning, developing, installing, operating, or revising ammunition maintenance and renovation programs and techniques, for example, specially designed ammunition-related equipment.

b. Major functional elements of the logistics system, basic to the AS career field, are described below. Performance of these functions may be at various field, staff, and command levels.

(1) *Supply.* Supply integrates the processes of ammunition materiel management that comprise acquisition (including determination of type and quantity of ammunition), distribution, care of ammunition in storage, and disposal. The major functional components of supply related inventory management are defined as follows:

(*a*) Inventory management is that function of supply that controls ammunition acquisition, allocation, and disposal together with cataloging, requirements determination, procurement, production, maintenance direction, and distribution.

(*b*) Supply control is the process by which ammunition items are controlled within the supply system through requisitioning, receipt, storage, shipment, disposition, and issue actions.

(*c*) Stock control is the supply process of maintaining data on the quantity, location, and condition of ammunition to identify the quantities of ammunition available for issue to facilitate distribution and management of ammunition.

(2) *Maintenance.* Maintenance is the function of sustaining ammunition in an operational status, restoring ammunition to a servicable condition, or updating and upgrading the functional utility of ammunition through modification. Major subfunctions of ammunition maintenance management include:

(*a*) Maintenance engineering is directed toward influencing the design and development of ammunition to insure that adequate consideration is given to the ability to effectively, safely and economically maintain the ammunition. Also, providing for the acquisition, deployment, installation, operation, and physical security of the maintenance support required for ammunition in or entering the operational inventory.

(*b*) Ammunition maintenance management employees work with the inspection, maintenance, renovation, demilitarization, preservation, and packaging of conventional, missile, chemical and nuclear ammunition and explosives. These processes include establishing production facilities for these operations including such tasks as inspection, disassembly, derusting, painting, assembly, test, and repackaging. Ammunition maintenance management employees are also concerned with the design and maintenance of special facilities, equipment, and tools used in accomplishing the maintenance of ammunition.

(*c*) Maintenance inspections and readiness evaluations are performed by maintenance employees to provide commanders with an appraisal of the maintenance management of subordinate units and activities. This includes an indication of the serviceability of equipment, the status of provisioning, training of maintenance employees, and the operational readiness of the units.

(3) *Transportation.* Transportation is the function of transporting ammunition. This function includes technical assistance and advice in the transportation management of ammunition, components, explosives, and parts movements. Also, this function

includes the transportation and terminal operations at explosive terminals.

(4) *Production and procurement.* This function includes the production of ammunition items. The AS performs these functions including—

(*a*) Contracting.
(*b*) Facilitization.
(*c*) Manufacturing.
(*d*) Workload analysis.
(*e*) Facility assignment.
(*f*) Technical evaluation and instruction.
(*g*) Problem solving.
(*h*) Industrial and facility readiness planning and surge planning.

1-16. Mobilization planning

ASCP officials are responsible for necessary preemergency mobilization mission planning at FC, MACOM, and installation or activity levels. Requirements and procedures for mobilization planning are in AR 690-11, chapter 2.

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Chapter 2
Merit Placement and Outside Recruitment

2-1. DA area of consideration—DA inventory
The area of consideration will be DA-wide for vacancies at grades GS-11 and above. Other Federal status candidates will be considered for AS vacancies at these referral levels if they have an application on file at ASCMO. Non-status employees may be considered through OPM registers or other authority.

2-2. Registration and evaluation
a. Mandatory registration. Each employee selected for an AS position must submit a completed DA Form 2302-R (Civilian Career Program Qualification Record) through the servicing CPO to ASCMO. A copy of DA Form 2302-R for reproduction is located at the back of AR 690-950-1. This form will be reproduced locally on 8½- by 11-inch paper. An updated DA Form 2302-R will be submitted by an employee when the employee is assigned to a different AS position. CPOs will submit a copy of the Standard Form (SF) 50 (Notification of Personnel Action), to ASCMO, when an employee leaves the ASCP (for example, retirement, resignation, or by assignment to a position not covered by the ASCP). The data base, established by this mandatory registration, will be used—

(1) To identify trends in the registered population.

(2) To maintain functional expertise information.

(3) To identify training needs and plan training resources.

(4) To develop mobilization plans.

(5) To conduct ASCP referral operations.

b. Voluntary registration. Employees with positions outside of program coverage (who qualify for a position in the ASCP), may become voluntary registrants. The servicing CPO will determine if voluntary registrants are qualified at the grade for which they express interest.

c. Evaluation. Screening panels will meet annually to rate candidates for positions in grades GS-11 through GS/GM-15 in the ASCP, and to develop referral rosters. Panels will consist of intermediate and management level AS employees from CONUS and OCONUS activities. Midyear or ad hoc panels will be scheduled, when necessary, to evaluate reconsideration requests, and career appraisals of employees and non-DA status candidates who registered after the annual panel. These panels may establish new referral rosters, if needed.

2-3. Referral process
a. ASCMO will issue referral lists for all GS-11 through GS/GM-15 vacancies based on referral rosters developed by the panel. Names of the best-qualified candidates for promotion will be referred. Best qualified (BQ) candidates are those who rank at the top when compared with other eligible candidates.

b. A list of all qualified candidates who have expressed an interest in reassignment or change to lower grade may also be referred.

c. Selecting officials will be given the following information on referred candidates—

(1) A copy of the DA Form 2302-R.

(2) Pertinent information from the career appraisal.

(3) The performance appraisal rating.

d. Employee stated availability will be interpreted literally for voluntary assignments. Employees will be considered in categories for which they have requested referral. Career employees who decline a definite offer will be denied further referral consideration (except at their current installation) until updated availability information on DA Form 4338-R (Civilian Career Program Availability Statement) is received in ASCMO. A copy of DA Form 4338-R for repromotion is located at the back of AR 690-950-1. This form will be reproduced locally on 8½- by 11-inch paper.

e. Selection interviews may be used if desired by the selecting official.

f. On each referral request, the requesting official must identify specific career appraisal elements for use in referral search. (See AR 690-950-1, app H.)

g. The request for referral will be forwarded to the Director, USADACS, ATTN: SMCAC-AX, Savanna, Illinois 61074-9639.

h. Employees in this career program are subject to mandatory mobility as stated in paragraph 2-7. Mandatory mobility requirements will be used when the referral process fails to produce a selectee.

i. The FCR or MACOM CPM may direct the referral, reassignment, or change to lower grade of employees—

(1) Upon completion of fellowship assignments.

(2) For compassionate reasons.

(3) When, upon completion of LTT, placement plans cannot be fulfilled due to mission or function changes.

2-4. Reassignment and change to lower grade
a. Reassignment or change to lower grade as an exception to referral procedures is permitted and requires no prior approval to—

(1) Satisfy an employee's request.

(2) Meet staffing requirements.

(3) Make better use of existing skills.

(4) Accomplish other beneficial goals.

b. The DOD Training Agreement (AR 690-400, chap 410) may be applied to support the developmental reassignment of employees.

2-5. Recruitment policies

a. Recruitment will be—

(1) Based on the merit principle of obtaining persons best able to perform the duties of the vacant position.

(2) Conducted without regard to marital status, race, color, religion, sex, age, national origin, or nondisqualifying physical or mental handicap. Efforts will be made to recruit highly qualified minorities, women, and handicapped candidates, to support goals in the DA EEO AAP and the Federal Equal Opportunity Recruitment Plan.

b. Interns will be recruited through—

(1) An announcement.

(2) OPM registers.

(3) Special recruitment authority.

2-6. Exceptions to competitive procedures

Competitive procedures will not apply to—

a. Promotion of an incumbent due to upgrading of a position, or reassignment of an incumbent from a position being downgraded, when the criteria listed in AR 690-950-1, paragraph 2-13, are met.

b. A position change under reduction-in-force regulations.

c. Promotion by special consideration for repromotion. Employees eligible for special consideration for repromotion according to AR 690-950-1, paragraph 2-14, will be given consideration before filling positions through competitive procedures.

d. Special promotion consideration after there was failure to receive proper consideration (priority consideration). Priority consideration will be given to an employee if the employee was not properly considered in a previous competitive promotion action (for example, the employees name was not referred and should have been, or the selecting official did not receive accurate information from the referral activity). Employees eligible for priority consideration will be given consideration for an appropriate vacancy according to AR 690-950-1, paragraph 2-15, before competitive procedures are used.

e. Details or temporary promotions to higher grade positions for 120 days or less.

f. Reassignment or change to lower grade to a position with no known (or no greater) promotion potential.

g. Promotion without current competition when an employee was selected earlier for a position classified at a lower grade for recruitment purposes, if conditions in AR 690-950-1, paragraph 2-13, are met.

2-7. Special requirements and provisions

a. Mandatory mobility for interns.

(1) *Mandatory mobility during internship.* All interns must sign DA Form 5227-R (DA Employment Mobility Agreement for DA CTED Interns). A copy of DA Form 5227-R for reproduction is located at the back of AR 690-950-3. This form will be reproduced locally on 8½- by 11-inch paper. Interns must sign DA Form 5227-R before their acceptance into this career program. Normally, interns must make a geographic move during their internship.

(2) *Mandatory mobility after internship.* Some ASCP positions at grades GS-11 and above exist in isolated or remote locations. Such positions are usually the sole source of ammunition expertise at a given location. Therefore, these positions must not be allowed to remain vacant for long. To assure prompt fill of vacant AS positions, mandatory mobility is a requirement and will be managed as stated in *e* below.

b. Security clearance requirement.

(1) Security investigations will be processed as outlined in AR 381-20. A SECRET clearance based on a successful background investigation is required.

(2) Only those employees whose characteristics as shown by general behavior, emotional stability, reliability, and overall suitability (as specified in AR 50-5, and Ar 50-6) may be assigned to a designated nuclear or chemical duty position. Employees will be continuously evaluated for these characteristics to establish their continued ability to safely and efficiently perform their duties. The evaluation will include medical examinations, which may be scheduled at any time. When there is a cause to suspect that an employee no longer possesses these characteristics, the supervisor will take action under AR 50-5, AR 50-6, or other regulations to resolve the matter (for example, FPM Supplement 339-31; FPM Supplement 831-1, and AR 690-700, chap 752). Depending on the circumstances, character, and transitory or continuing nature of the cause of the unsuitability, the employee may be temporarily or permanently disqualified for chemical or nuclear surety duties. Permanent disqualification will result in removal from a chemical or nuclear surety position and proper placement action will be initiated.

c. Physical requirements. The physical requirements for the entry level and higher AS positions are being developed for publication.

d. Competitive levels. The need for ammunition knowledge and experience is a unique characteristic of positions in the ASCP. Therefore, positions identified as appropriate for this program will normally be in competitive levels for reduction-in-force (RIF) purposes that are separate from competitive levels assigned to otherwise similar positions.

e. Management of mandatory mobility. Mandatory mobility is a requirement of the ASCP to ensure timely staffing of critical vacancies in hard-to-fill geographic areas.

(1) All individuals, except those in (2), who accept a position covered by this regulation, will be subject to prescribed mandatory mobility requirements. Individuals will be informed of these requirements before entry on duty, and they must sign the mobility agreement, as a condition of employment, on DA Form 5508-R (Employment Mobility Agreement for the Ammunition Specialist Career Program). A copy of DA Form 5508-R for reproduction is located at the back of this regulation. This form will be reproduced locally on 8½- by 11-inch paper. The selectee will sign and date the form in the space shown. The AS CPM and CPO representative will also sign and date the form after the selectee signs.

(2) Employees in covered AS positions on the date this regulation becomes effective will be exempted from mandatory mobility requirements as long as they remain in AS positions without a break in service. They may volunteer to participate in the mandatory mobility requirements by entering their signature and date on DA Form 5508-R and delivering the completed form to their supervisor who forwards it to the AS CPM. The AS CPM and the CPO representative must sign the form.

(3) Mandatory mobility requirements cover all geographic locations where positions covered by this career program are established. Provisions of FPM chapter 352, subchapter 8, FPM chapter 630, and AR 690-990-2, book 630, have regulatory guidance on reemployment rights, temporary quarters, subsistence, travel, and leave.

(4) The ASCMO in USADACS will manage and administer the mandatory mobility requirements of this career program.

(5) Mandatory mobility procedures will be used when the normal referral process fails to fill a critical vacancy in a hard-to-fill geographic area as follows:

(*a*) When it is verified that no qualified employee is available for the vacant position, the least senior candidate (subject to mandatory mobility) on the list of promotables will be assigned to the vacant position.

(*b*) An employee who has fulfilled a mandatory mobility assignment will be exempted from further mandatory assignments until all other qualified employees on the list of promotables have served a mandatory assignment.

(*c*) An employee will not be required to make a geographic move within 3 years of a prior mandatory mobility move.

(6) Mandatory assignments within CONUS will normally be for not less than 3 years. The length of overseas tours will be scheduled as shown in FPM chapter 352, subchapter 8.

(7) Geographic mobility will not be considered in performance ratings or in the assignment of screening panel ratings.

(8) Requests for exceptions to mandatory mobility will be processed as follows:

(*a*) An employee may submit a request for exception through ASCMO to the FCR for decision. The request must contain enough information to allow the FCR to make an informed decision. Each request will be judged on its merit and urgency.

(*b*) Serious illness or injury to the employee that would prevent performance of the duties of the new assignment.

(*c*) Health problems in the employee's immediate family group (father, mother, guardian, spouse, child) of a nature expected to be terminal or that dictates presence of the employee, for example, anticipated pregnancy complications.

(*d*) Death of an immediate family member, when absence of the employee would bring undue hardship upon the family.

(*e*) Imminent break-up of the family.

(9) Consideration of exceptions will not be given in the situations which follow:

(*a*) Separation of family caused by an OCONUS assignment.

(*b*) Care of an aged parent.

(*c*) Chronic illness such as arthritis or allergies.

(*d*) Employment of spouse.

(*e*) Outside employment or business.

(10) Deferment from a mandatory assignment will be for 1 year from the date the exception was approved, or until such time (up to 1 year) when the employee is able to accept a mandatory mobility assignment.

(11) Removal of an employee from the Federal service may be necessary. In the event of official disapproval of a request for exception from a mandatory mobility assignment and subsequent refusal of the employee to accept the mandatory assignment, the commander will separate the employee for failure to accept a new assignment in accordance with AR 690-700, chapter 752. Before separation, an effort will be made to place the employee outside the ASCP. If the employee accepts an assignment or position not covered by the provisions of DA Form 5508-R, the obligations of management and of the employee (who is subject to the formal mobility agreement) become terminated.

Chapter 3
Training and Development

3-1. Introduction

a. Career patterns. The general patterns of career progression are shown in figure 3-1. Employees normally enter the ASCP as career interns and progress to the specialist, intermediate, or management level based on demonstrated performance and ability. Advancement opportunities depend on DA-wide staffing requirements. Qualified employees may be assigned on a lateral, developmental or a promotional basis. In individual career planning, it is essential for each employee to identify realistic career goals, and to determine training and experience needs to achieve those goals.

b. Career program training plan. Table 3-1 lists recommended and prescribed training to achieve some measure of uniformity in the qualifications of AS employees throughout the career program. Table 3-3 has descriptions of courses listed in table 3-1. Supervisors will follow the prescribed portion of table 3-1 and will emphasize those courses listed as "recommended" when preparing an employee's IDP. Table 3-2 shows the objectives necessary for successful performance at successive levels of responsibility. Table 3-2 lists objectives that are arranged from elementary to advanced for the appropriate career level, and will usually be considered essential at each stage of career development. Employees can be scheduled to take courses as pre-assignment or post-assignment training, consistent with screening panel results. Courses may be—

(*a*) Given separately.

(*b*) Part of one phase of an intern program or an installation middle-management training program.

(*c*) A supplement to other installation-sponsored training and development programs.

c. Adherence to the career program training plan.

(1) The master intern training plan (MITP) in appendix B lists minimum knowledges and skills that ASCP employees should achieve or possess. The responsibility of the activity CPM is to assure, through observation and appraisal, that employees have gained the knowledge and skill requirements needed or are provided opportunities to learn them. The courses listed in appendix B will be periodically reviewed and changed to keep up with changing technology and mission requirements.

(2) Extension and other nonresident courses should be used by employees interested in specialist and intermediate levels of responsibility. Such courses usually parallel resident courses of instruction and should be taken to prepare for subsequent resident training (or promotion) for those who cannot attend the appropriate resident course.

(3) Each employing activity will program for and fully support this training with allotted funds. Training that requires attendance at courses given only in CONUS will be planned, whenever possible, while the employee is assigned in CONUS.

d. Career program training committee. This committee will be appointed by the FCR.

(1) *Membership.* The membership will be AS employees at intermediate and management levels from installations, activities, and headquarters.

(2) *Functions.* The committee will review and approve training requirements for all ASCP employees on an annual basis, and will—

(*a*) Recommend training policy.

(*b*) Evaluate ASCP training needs and accomplishments.

(*c*) Identify prescribed and recommended courses.

(*d*) Perform other training related duties as directed.

The committee will notify employees and their activities about the career development training requirements recommended for the employees. Training requirements will be updated annually or when new information is available from USADACS.

e. Prescribed and recommended training.

(1) Prescribed training, shown in table 3-1, represents specific knowledges or skills required to perform the duties in current or projected assignments in the ASCP. Individuals will not be denied promotion consideration because of the lack of a specific course or skill attainment if they are otherwise considered among the top-ranked candidates for the higher grade position. However, if the course is listed as "prescribed" then provisions will be made for that individual to complete the specific course within 6 to 9 months after the promotion action. Local commanders and supervisors of the employee are responsible for assuring that—

(*a*) Funds (except where centralized funding is available) and spaces are requested and made available.

(*b*) The employee is released for the required training.

(2) Recommended training in table 3-1 covers areas of development deemed important and highly desired, but not essential for fulfilling assigned or projected duties.

3-2. Intern training and evaluation

a. The MITP is in appendix B. It lists the training description, instruction methods, training time, and minimum skills, knowledge, and abilities to be acquired during the internship.

(1) The intern schedule of training serves as the

IDP during phase I training.

(2) At the beginning of phase II training, a training plan to serve as the IDP for each intern will be developed by the intern's supervisor together with the intern. This plan will list the training to be accomplished during on-the-job-training (OJT) at the permanent duty location (PDL). The plan will be signed by—

(*a*) The career intern.

(*b*) The supervisor.

(*c*) An employee development specialist in the servicing CPO.

(*d*) The activity CPM.

Copies will be given to the intern, activity CPM, and the CPO. The training plan will be available to appropriate USADACS personnel for review. In development of the IDP, the intern will be provided the opportunity to attend EEO training activities.

b. Attainment of comprehensive learning objectives will be determined at the end of each training phase by USADACS, based on a review of career intern performance. Intern performance is rated on such things as AS career intern OJT evaluation reports, examination results, and discussion with responsible instructors and supervisors.

(1) Attainment of a satisfactory level of performance for phase I training will be determined by examination results and instructor evaluations of classroom performance. Examinations and instructors' evaluations will be geared to rating satisfactory achievement of the specific learning objectives for each course during the training.

(*a*) Interns must maintain at least a satisfactory rating for each course.

(*b*) Interns must show they can determine the serviceability of and wear toxic chemical protective clothing and equipment. A satisfactory rating must be received in the subcourses "Protective Clothing and Equipment," and "Chemical Agent Detection and Identification" of the Technical Chemical Surety Materiel Course.

(*c*) Department chiefs and course managers at USADACS will keep necessary data, accomplish appropriate review, and provide counseling and assistance to the intern soon enough in advance to preclude academic failure.

(*d*) Action can be taken to remove the intern from the ASCP when unsatisfactory academic progress occurs during phase I training.

(*e*) The above requirements will be made known to the intern upon entry and acceptance into the intern program.

(2) Attainment of a satisfactory level of performance for phase II training will be determined by USADACS. (See para B-5*b*.)

c. Interns will be evaluated twice yearly throughout their 2 year internship, using the general performance appraisal system (GPAS). USADACS will develop performance standards and complete GPAS appraisals during phase I. At the start of phase II, training sites will set performance standards for each intern based on the training content, skills, knowledge, and abilities in appendix B, and complete a semiannual GPAS appraisal as required. Locally developed performance standards and copies of each AS intern's GPAS appraisal will be furnished to USADACS.

3-3. Specialist and intermediate level training

a. Supervisors, together with each employee under their supervision, are responsible for completing an IDP. The IDP will be completed along with GPAS appraisals. It will show the employee's training and development needs for the year consistent with the training plan in table 3-1, the employee's career goals, and appraisal results.

b. At this level, AS employees provide technical leadership for lower-graded GS, wage grade, military, and foreign national personnel. Employees at this level should begin and work toward completing developmental assignments in a second AS functional area. Assignments and prescribed and recommended training courses are designed to—

(1) Broaden the individual's technical knowledge and skills.

(2) Develop managerial and administrative abilities.

3-4. Management level training

At this level, the manager should be competent in most technical matters related to ammunition logistics. The need to keep up with technical changes is continuous. The need (in certain assignments) for technical skills (not acquired in lower grade positions) will require scheduling technical instruction during this phase. However, this level is usually identified by the requirement for extensive managerial knowledge and skills. Emphasis will be given to the development of management understanding, skills, and the improvement of the manager's abilities in program planning and administration. Subject areas include—

a. Business management practices.

b. Operations management.

c. Resource management.

d. Organizational development.

e. Management by objectives.

Manager development may include correspondence courses, attendance at Army courses, and middle management and executive seminars at DA, other Federal agencies, private industry, professional organizations, and colleges and universities.

3-5. Developmental training

Officials at the PDL are responsible for postgraduate training. The AS must be professionally developed at the intermediate and management levels. While the details of the developmental process are a cooperative effort, it is recommended that all AS complete the training for their level as listed in table 3-1.

a. LTT assignments may be scheduled for selected AS employees, consistent with career screening panel results. (See AR 690-400.)

b. Recommendations for special academic programs must be approved by the career program training committee.

c. AS employees should be considered for developmental assignments in a second AS functional area at grades GS-11 or GS-12. Recommendations for lateral functional assignments under provisions of the DOD training agreement (AR 690-400, chap 410) must be submitted for approval by the AS career screening panel.

3-6. Sponsorship program

a. A program to sponsor DA career interns is necessary to help those starting duty at formal schools and at designated PDLs, as well as for AS employees changing permanent duty stations. This program is primarily the responsibility of the school director of the activity CPM, as appropriate, with agreement of the servicing CPO.

b. The sponsorship program will normally require an AS employee to act as a personal contact point. The sponsor will provide the necessary advance and on-duty information to the incoming DA career interns or AS employees by mail, telephone, and in person after entry on duty. These are examples of the type of assistance the sponsor should provide—

(1) Directions for reporting for duty.

(2) Specific requirements for processing and completing forms.

(3) Type of dress required for the local climate.

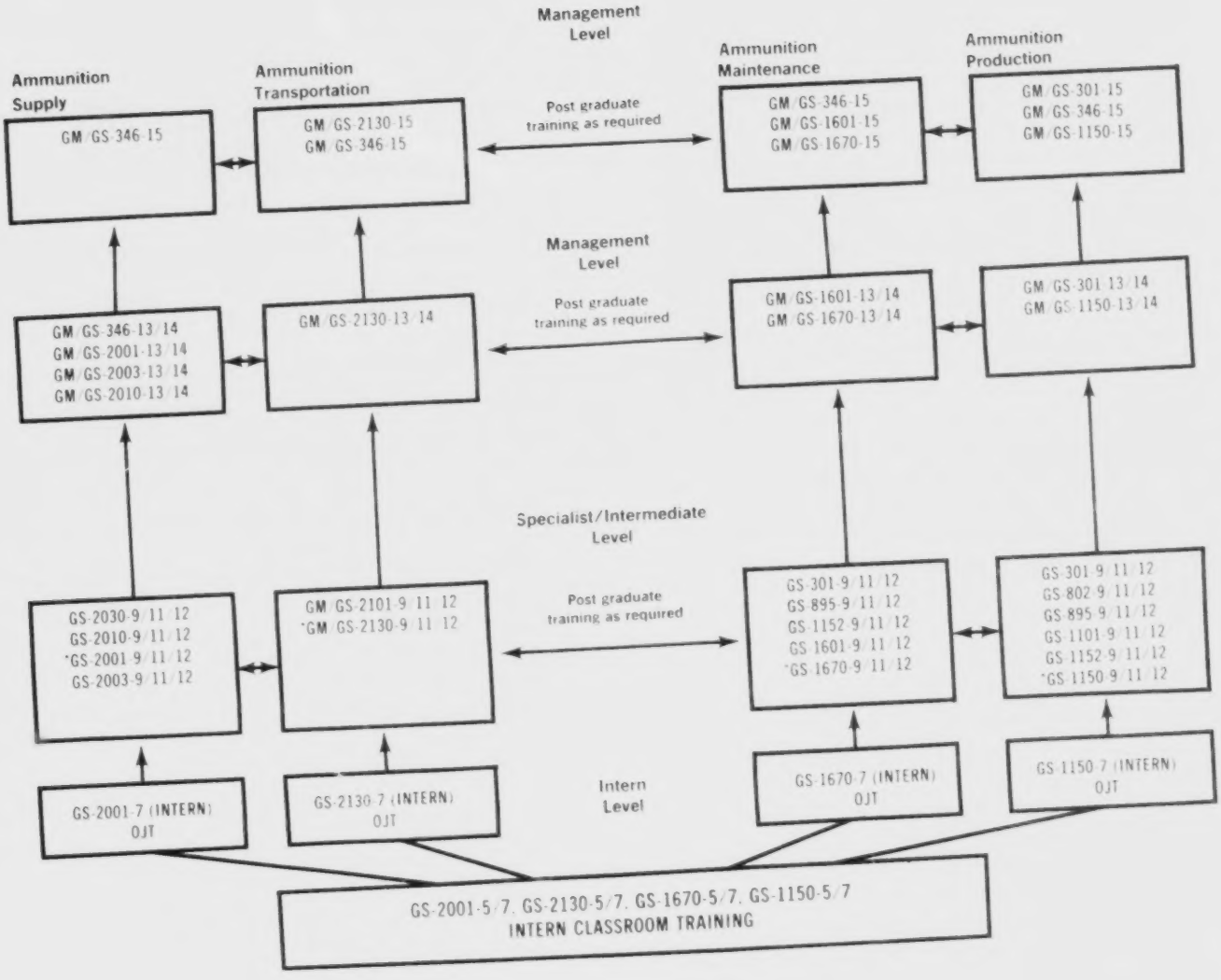
(4) Temporary accommodations and local transportation information.

(5) Local permanent housing information.

(6) Introduction to co-workers, instructors, trainers, coordinators, supervisors, managers, activity CPM, and the directors, as available and appropriate.

(7) Motor vehicle registration and licensing requirements.

(8) Information on voting, taxes, medical facilities, cost of living, schools, and churches.



*INTERN TARGET POSITION

NOTE LATERAL MOVES BETWEEN OCCUPATIONAL AREAS MAY BE ACCOMPLISHED THROUGH APPLICATION OF THE DOD TRAINING AGREEMENT AS DETERMINED APPROPRIATE.

Figure 3-1. ASCP career progression patterns

Table 3-1
Ammunition specialist career program training plan

Prescribed

CJT
Leadership training
Work Planning and Control Systems
Intermodal Dry Cargo (CS) Reinspection
Management of Defense Acquisition Contracts
Ammunition Production Management
Government Contract Law
Ammunition Storage
Inventory Management of Ammunition
Nuclear Weapons Familiarization
Guided Missile Familiarization
Ammunition Supply
Installation Traffic Management of Hazardous Materials
Ammunition Demilitarization
Ammunition Quality Evaluation
Ammunition Maintenance
Ammunition Life Cycle Management
Technical Chemical Surety Materiel
Technical Ammunition Orientation

GS-5/7 Intern

Recommended

Ammunition Refresher
Defense Advanced Traffic Management
Installation Traffic Management
Management of Managers
Supervisory Development
Maintenance Management Information Systems
Logistics Management Development
Management Development Seminar
Ammunition Administration and Planning
ADP Systems Analysis and Design
ADP Orientation Seminar

Specialist and Intermediate
GS-9, 11, or 12

Recommended

Army Installation Management
Economic Analysis Decision Making
Ammunition Capstone Course
Logistics Executive Development
Personnel Management for Executives

Management
GS/GM-13/14

Recommended

Advanced Management
Emerging Trends in Management Technology
Dynamics of Employee Behavior

Management
GS/GM-15

Table 3-2
Ammunition specialist career progression patterns

Grade/ level	Professional development objectives	Assignments	
		Operating	Staff
Intern			
GS-5-7	Develop skill in primary work processes; achieve broad knowledge of the work requirements in the overall field of ammunition logistics.	Commodity and functional phase.	
	Provide working knowledge of ammunition logistics, develop functional skills, provide for broad application of skills, and prepare for advanced specialty training. Expand overall knowledge of ammunition logistics and improve interdisciplinary coordination.	Specialty phase.	
	Develop journeyman competence in a functional specialty.	Advanced specialty phase.	
Specialist			
GS-9-11	Continue development in a functional specialty.	Commodity and functional specialist.	
	Begin intermediate level specialty training.	Lateral functional assignments.	
	Commence development in alternate specialty. Obtain developmental assignment.		
Intermediate			
GS-11-12	Continue development in functional specialty.	Senior functional specialist	Functional specialist
	Develop supervisory skills. Complete intermediate level specialty training.	Team leader/Functional supervisor	
	Obtain developmental assignment to another specialty or command.	Lateral functional assignments	
Management			
GS/GM-13	Develop managerial skills.	Supervisor	DA functional specialist
	Continue development in functional specialty.	Manager	Command functional specialist
	Begin managerial training.	Functional division chief	Command functional branch chief
	Implement supervisory skills.		
Management			
GM-14	Expand knowledge of ammunition logistics.	Directorate chief	DA senior functional specialist
	Implement managerial skills.		Command functional division chief
	Continue managerial training.		
	Continue implementation of supervisory skills. Continue development of functional specialty.		
Management			
GM-15	Expand knowledge of Federal Government process.	Director	DA resource manager
	Expand knowledge of Army and DOD missions.		DA functional director, deputy; or division chief
	Continue management training.		Command division chief
	Continue implementation of managerial skills.		

Table 3-3
Description of training courses and activities

Course Number	Title and description of course or activity	Reference
1	Orientation. Covers information needed by an individual new to Government service.	U.S. Army Defense Ammunition Center and School (USADACS), Savanna, Illinois, 1 week.
2	Technical Ammunition. Training in the technical aspects of ammunition and explosives. It is a basic course for personnel in ammunition-related positions. It gives basic training for advanced study in Ammunition Maintenance and Demilitarization. This course will aid and supplement the technical ammunition knowledge of personnel in their future positions.	Defense Management Eduction and Training Catalog DoD 5010.16-C, USADACS course DACS AMMO-2, 8 weeks.
3	Ammunition Life Cycle Management. Gives an intern an understanding of logistical elements that make up the life cycle concept. It gives an overview of provisioning concepts, with some computations. Covers concepts and methods in reliability and maintainability, and maintenance support planning.	USADACS course, 1 week.
4	Technical Chemical Surety Materiel. Procedures for storage, safety, transportation, and security of toxic and incapacitating chemical agents and munitions in the chemical surety program.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-34, 2 weeks.
5	Ammunition Maintenance. Review of publications and ammunition drawings; safety requirements, equipment, and facilities; programming, planning and reporting; methods, procedures, and techniques used in the maintenance of ammunition and ammunition components.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-15, 3 weeks and 3 days.
6	Ammunition Quality Evaluation. Theories and practical methods for evaluating quality of ammunition through use of process control techniques and acceptance sampling procedures for the effective management of an ammunition quality control program. Content includes instruction in probability theory, descriptive and inductive statistics, control charting theory and techniques, and the mathematical basis of acceptance sampling. Gives practice use of MIL-STDs 105D, 414, 1235A, 1235A-1, and quality management.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-3, 3 weeks.
7	Ammunition Demilitarization. Includes a review of publications and ammunition drawings; safety requirements, planning, and reporting; methods; procedures, and techniques in the demilitarization of ammunition and components. An actual setup and detonation of live explosives will be done by each student.	DoD Catalog 5010.16-C, USADACS course DACS-15, 3 weeks and 3 days.
8	Installation Traffic Management of Hazardous Materials. Detailed technical information pertaining to all phases of transportation of hazardous materials by all modes of transportation. Emphasizes related organizations regulations, procedures for shipment by all modes, individual model studies and exercises, and special consideration of safety and hazardous materials handling.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-77, 4 weeks.
9	Ammunition Supply. Basic principles of ammunition supply procedures, to include accountability and stockage, inventory, and adjustment procedures.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-72, 3 weeks.
10	Guided Missile Familiarization. Current guided missile systems and peculiarities of storage and maintenance of guided missile ammunition.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-74, 3 weeks.
11	Nuclear Weapons Familiarization. Background information and an overall semi-technical study of nuclear weapons. Students must have a security clearance of SECRET.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-29, 4 weeks.
12	Inventory Management of Ammunition. Basic inventory management requirements. Special emphasis on requirements determination, procurement direction, distribution management, storage and space control (planographs), cataloging, stock control inventory principles, requisitioning and issue procedures, and worldwide stock status reporting requirements. Use of automated data systems for management purposes are stressed. Workshop problem-solving and decision-making techniques are utilized to sharpen the managerial abilities of the students.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-73, 5 weeks.

Table 3-3
Description of training courses and activities—Continued

Course Number	Title and description of course or activity	Reference
13	Ammunition Storage. An in-depth study of ammunition storage procedures, equipment, drawings, facilities; receipt and shipment procedures, including blocking and bracing requirements.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-71, 3 weeks.
14	Government Contract Law. Contract administration functions and responsibilities. Emphasizes relationship between contract management and contract administration. Includes cost and price analysis policies, procedures, techniques, and negotiations; contract modifications and terminations. Covers details of production quality assurance, price and cost analysis accounting, industrial property, subcontracting, contract evaluation, and financing. Included are legal principles of Government contracting, (evolved in common law), statutes, regulations, and court or board decisions. Includes modifications, terminations, remedies, interpretation of contract language, award procedures, government and industrial properties, defective pricing data, patent and data law, labor law, and law affecting the flow of contract monies.	DoD Catalog 5010.16-C, AFIT course PPM 302(JT), 2 weeks.
15	Production Management I. Study of industrial organizations and operational management of raw materials, inspections and quality control. Study of contract pre-award and post-award activities, production planning and control techniques, and advancements in manufacturing technology. Three weeks of the course centers on an industrial plant. Throughout, emphasis is on Government-contractor relationships and accepted behavior in these relations. Teaching methods include lecture and discussions, workshops, management simulation games, data processing, and computer-assisted decisionmaking.	DoD Catalog 5010.16-C, AFIT course PPM 153(JT), 30 class days.
16	Management of Defense Acquisition Contracts. Examination of the cost and price analysis environment, sources of data for cost and price analysis, tools and techniques available for cost and price analysis, methods of price analysis, methods for analyzing direct and indirect costs, performing profit analysis and negotiation.	DoD Catalog 5010.16-C, ALMC course 8D-4320, 4 weeks.
17	Intermodal Dry Cargo Container CSC Reinspection. Study of reinspection of intermodal dry cargo containers under the Convention for Safe Containers standards. Discussion of pertinent regulations and reporting procedures, review of container components and construction, analysis of reinspection criteria, and requirements for applying decals.	DoD Catalog 5010.16-C, USADACS course AMMO-68, 2½ days.
18	Work Planning and Control Systems. Principles and fundamentals of sound work planning and control systems.	DoD Catalog 5010.16-C, AMETA course 7A-F21(JT), 2 weeks.
19	Leadership training.	As scheduled.
20	Productive OJT in Specific Functional Areas. Intern has an opportunity to work in varied situations to learn AS job tasks in one occupational series or in a job category within the occupational series. Included are the functional areas of supply, maintenance, transportation, or production. The OJT will include specialized work experiences and projects that gradually increase in complexity and scope to approach those normally performed by journeyman Ammunition Specialists.	USADACS, OJT, approximately 7 months.
21	Ammunition Administration and Planning. Includes theory and uses of effective communications, resource management, planning, and programming for ammunition operations. Includes supervisory and management training.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-6, 3 weeks.
22	Introduction to Data Processing. Principles of computer data processing and use of the management process through computer-based information systems.	DoD Catalog 5010.16-C, AMETA course 7E-F7(JT), 2½ days.
23	ADP Systems Analysis and Design. Basic analysis and design techniques used in computer-based data processing systems.	DoD Catalog 5010.16-C, AMETA course 7E-F18, 2 weeks.
24	Management Development Seminar. This seminar builds upon the specific knowledge, skills, and abilities acquired in local installation basic supervi	

Table 3-3
Description of training courses and activities—Continued

Course Number	Title and description of course or activity	Reference
	sory programs or their equivalent. It is intended to ensure that the participants acquire improved management skills. Topics will include the role of the manager in planning, organizing, leading and controlling. Also covered are the technical, human, and conceptual skills and abilities of the manager in problem solving, setting objectives, developing standards, communicating, and motivating.	DoD Catalog 5010.16-C, AMETA course 7A-F37(JT), 1 week.
25	Logistics Management Development. Covers the Army Wholesale Logistics System using the materiel life cycle management model as a basic reference.	DoD Catalog 5010.16-C, ALMC course 8A-F16, 4 weeks.
26	Industrial Maintenance Management. Trains maintenance managers who are responsible for directing activities that accomplish organizational and intermediate level maintenance. The purpose is to enhance on-the-job effectiveness of the maintenance mission with minimum resources.	DoD Catalog 5010.16-C, AFIT course LOG 131(JT), 15 class days.
27	Supervisory Development. Covers basic supervisory responsibility.	USADACS course, 1 week.
28	Management of Managers. Increases the manager's knowledge and understanding of alternate modes of behavior as the supervisor of managers. Develops special abilities at that level of management, and broadens knowledge of the mangement system, programs, and internal and external environment of the Government.	DoD Catalog 5010.16-C, AMETA course 7A-F38(JT), 2 weeks.
29	Military Standard Transportation and Movement Procedures. Structure of the transportation industry and functions of traffic management. Covers Federal regulations and execution of traffic management within DOD, including passenger traffic, personal property traffic, installation freight, traffic, and unit movements.	DoD Catalog 5010.16-C, US Army Transportation School course 8C-F9/811-F1, 1 week.
30	Defense Advanced Traffic Management. Organization, structure, characteristics, mission, functions, services, and problem areas of DOD single managers in transportation, military traffic management, regulatory agencies, transportation economics, carriers and carrier associations, small shipment services, and current and general interest subjects.	DoD Catalog 5010.16-C, US Army Transportation School course 8C-F3, 3 weeks.
31	Conventional Ammunition Refresher. Covers guided missiles, nuclear weapons, and conventional ammunition. Attendance is directed by the Ammunition Civilian Career Management Office on an "as-required" basis to cover transition-type assignments.	DoD Catalog 5010.16-C, USADACS course DACS AMMO-4, 1 week.
32	Economic Analysis for Decision Making. Economic analysis concepts and techniques for evaluation of alternatives in resource allocation.	DoD Catalog 5010.16-C, AMETA course 7A-F10, 2 weeks.
33	Ammunition Capstone. Ammunition management training in maintenance and demilitarization management, resource management, problem solving, decisionmaking, and explosive safety standards. Also, presents new developments in the ammunition management function (combined with an analysis of ammunition management problems).	DoD Catalog 5010.16-C, USADACS course DACS AMMO-1, 2 weeks.
34	Army Installation Management. Study of the installation management process. Examines the organizational structure and functional areas of responsibility within a TRADOC or FORSCOM installation. Includes command, personnel, operations and training, management of real property, comptroller activities, and management information systems. Special attention is given to the examination of management of resources, human factors, communications, creative problem solving, and other related activities that add to the efficient and effective operation of an Army installation.	DoD Catalog 5010.16-C, ALMC course 1B-F1, 3 weeks.
35	Personnel Management for Executives. Gives students a broad perspective of personnel management in relation to the total management function, relationship of operating and staff officials in discharge of personnel management responsibilities, and current and projected developments in personnel administration.	Department of the Army Pamphlet 690-23, course 22, 8 days.

Table 3-3
Description of training courses and activities—Continued

Course Number	Title and description of course or activity	Reference
36	Logistics Executive Development. Army's senior logistics course established to prepare civilian or military managers for key executive positions in the Army and DOD logistics system. Covers logistics policy in the national defense, acquisition, management, distribution and maintenance management, materiel management, and logistics support to the Army in the field. It also covers executive skills, financial management, managerial economics, managerial statistics, operation research methodology, automated information technology, and has an electives program.	DoD Catalog 5010.16-C, ALMC course 8A-F17(JT), 19 weeks resident 600 hours correspondence.
37	Dynamics of Employee Behavior. Examines human behavior variables in well-managed organizations. Investigates the situational factors, styles of management, leadership approach, employee variables, external and internal environment, and lessons learned in their implementation. Topics include individual behavior variables, motivation, interpersonal relationships, group dynamics and influences, organizational climate, team building, and other current issues.	DoD Catalog 5010.16-C, AMETA course 7A-F40(JT), 3 days.
38	Advanced Management. Review of the functions and skills of the manager (primarily the manager's conceptual and decisionmaking abilities), trends and issues in management, and management of human resources. It also covers management by objectives, financial management, program planning and evaluation, productivity improvements, and new developments in Federal administrative processes.	DoD Catalog 5010.16-C, AMETA course 7A-F43(JT), 1 week (onsite at selected locations only).
39	Emerging Trends in Mangement Technology. Seminars give the manager or executive an awareness of state-of-the-art technology. Includes new trends and directions within their profession. Seminars are used to discuss the latest theories, philosophies, approaches, tools, techniques, and systems on the management horizon and in advanced organizations.	DoD Catalog 5010.16-C, AMETA course 7A-F39(JT), 3 days.

Appendix A
References

Section I
Required Publications

AR 50-5	Nuclear Surety. (Cited in para 2-7.)
AR 50-6	Chemical Surety Program. (Cited in para 2-7.)
AR 381-20	U. S. Army Counterintelligence Activities. (Cited in para 2-7.)
AR 700-126	Logistics Basic Functional Structure. (Cited in para 1-15.)
AR 690-300	Employment. (Cited in para 2-7 and in DA Form 5508-R.)
AR 690-400	Employment Performance and Utilization. (Cited in para 2-4 and 3-5.)
AR 690-700	Personnel Relations and Services (General). (Cited in para 2-7.)
AR 690-950-1	Career Management. (Cited in para 1-8, 2-2, 2-3, and 2-6.)
AR 690-950-3	Career Intern Program. (Cited in para 2-7.)
AR 690-990-2	Hours of Duty, Pay, and Leave, Annotated. (Cited in para 2—7.)
FPM chapter 352	Reemployment Rights. (Cited in para 2-7.)
FPM chapter 630	Absence and Leave. (Cited in para 2-7.)
FPM Supplement 335-1	Evaluation of Employees for Promotion and Internal Placement. (Cited in para 1-10.)
FPM Supplement 339-31	Reviewing and Acting on Medical Information. (Cited in para 2-7.)
FPM Supplement 831-1	Retirement. (Cited in para 2-7.)
OPM Handbook X-118	Qualification Standards for Positions under the General Schedule. (Cited in para 1-4.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 690-11	Mobilization Planning and Management
DA Pamphlet 690-23	Catalog of Civilian Training Programs Centrally Administered by Headquarters, Department of the Army, Civilian Personnel Center
DoD 5010.16-C	Defense Management Education and Training Catalog
DoD 5100.76-M	Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
DoD 5160.65	Single Manager for Conventional Ammunition

Section III
Prescribed Forms

DA Form 5506-R	Ammunition specialist training plan—(Formal Classroom Training-USADACS)—phase I. (Prescribed in para B-6.)
DA Form 5506-1-R	Ammunition specialist training plan—(GS-1150-Procurement/Production)—phase II. (Prescribed in para B-6.)
DA Form 5506-2-R	Ammunition specialist training plan—(GS-1670-Maintenance Operations)—phase II. (Prescribed in para B-6.)
DA Form 5506-3-R	Ammunition specialist training plan—(GS-2001-Supply Operations)—phase II. (Prescribed in para B-6.)
DA Form 5506-4-R	Ammunition specialist training plan—(GS-2130-Transportation Operations)—

	phase II. (Prescribed in para B-6.)
DA Form 5508-R	Employment Mobility Agreement for the Ammunition Specialist Career Program. (Prescribed in para 2-7.)

Section IV
Referenced Forms

DA Form 2302-R	Civilian Career Program Qualification Record.
DA Form 2302-1-R	Civilian Career Program Qualification Record (Continuation Sheet).
DA Form 4338-R	Civilian Career Program Availability Statement.
DA Form 5227-R	DA Employment and Mobility Agreement for DA CTED Interns.
AMC Form 2002	Career Intern Progress Report.

Appendix B
Master Intern Training Plan

B-1. Introduction

This appendix is the DA-wide master intern training plan (MITP) for all centrally and locally funded interns in the Ammunition Specialist (AS) career program. The MITP is a comprehensive plan which outlines the core subject matter AS interns should know by the time they reach their target grade. The supervisor will use the MITP as a guide when developing the individual development plan (IDP) for each intern. Instructions for preparing the IDP are in paragraph B-6. AR 690-950-3, chapter 7-3, has additional information about MITPs.

B-2. Structure of the training program

The MITP supports noncompetitive promotion to a target grade GS-9 when all requirements are met. Interns who successfully complete the program qualify for a position in one of the following areas:

a. GS-1150—Procurement/Production.
b. GS-1670—Maintenance Operations.
c. GS-2001—Supply Operations.
d. GS-2130—Transportation Operations.

B-3. Length of training program and intern ladder

a. Length of this training program is 24 months. The intern ladder shows the time required for an intern to move from the entry level grade to the target grade. (See fig B-1 for the intern ladder.)

b. The activity CPM in coordination with an employee development specialist may extend phase II training for up to 6 months for interns who have not acquired the knowledge, skills, and abilities (KSA) required by the MITP for performance in a journeyman position.

B-4. Training phases and intern training profile

Paragraph B-3*a* explains that the intern ladder shows the minimum time required for an intern to move up to the target grade. The intern profile, on the other hand, shows the type of training and the time required for each phase of training. (See fig B-2.) Phases of the training program are as follows:

a. Phase I. This phase consists of approximately 59 weeks of intensive formal classroom training at the U.S. Army Defense Ammunition Center and School (USADACS) and at other authorized schools. Instruction for phase I intern training includes required ammunition subject matter courses in addition to selected basic functional courses in supply, maintenance, procurement/production, and transportation. Interns will receive a broad view of the functional skills and work assignments in the AS career program and prepare for phase II training.

(1) AS interns are promoted to GS-7 and receive permanent duty locations (PDL) assignments after successful completion of phase I training.

(2) Specific KSAs to be acquired in phase I are listed in DA Form 5506-R (Ammunition Specialist training plan (Formal Classroom Training—USADACS—Phase 1)).

b. Phase II. This phase consists of approximately 45 weeks of supervised rotational on-the-job training (OJT) assignments at an ammunition installation, an activity or a headquarters. The training gives the intern an opportunity to participate in varied work situations to gain knowledge about the job tasks in one occupational series or a job category within the series for the functional areas of procurement/production, maintenance, supply, or transportation. Interns can change series based on AS career program requirements and/or personal considerations. A decision to change functional areas for targeted journeyman positions of interns at the PDL should be mutually agreed upon by supervisors and interns prior to requesting approval from USADACS. Request for approval of changes in job series and/or functional areas of training must be directed to the Director, U.S. Army Defense Ammunition Center and School, ATTN: SMCAC-AS, Savanna, Illinois 61074-9639. USADACS will coordinate request with the Chief, Ammunition Specialist Career Management Office. Information copies of such personnel actions and revised training plans should be sent to USADACS SMCAC-AS/Intern Coordinator, Savanna, Illinois 61074-9639 and Commander, U.S. Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, Virginia 22333-0001 within 30 days of the effective date of action. The OJT will consist of specialized work experiences and projects which gradually increase in complexity and scope to those normally performed by journeyman AS.

(1) Specific KSAs to be acquired in phase II are listed in the DA Form that covers phase II of the applicable job specialty. (See para B-6 for a listing of the DA forms.)

(2) AS interns are promoted to GS-9 journeyman in one of the occupational series identified in paragraph B-2 after successful completion of phase II training.

B-5. Intern evaluation

a. AR 690-950-3, chapter 9, requires appraisal of intern performance using the general performance appraisal system. The rating period will be every 6 months, starting on the date the intern enters on duty.

b. AS interns will be further appraised as follows:

(1) A satisfactory level of performance for phase I training will be based on test results and the course managers' evaluations of classroom performance. Examinations and the course managers' evaluations will be directed toward determining satisfactory achievement of the learning objectives for each course during the training.

(2) Completion of phase II comprehensive learning objectives will be checked by USADACS. To accomplish this monitoring, USADACS must receive a training schedule for each AS intern assigned to an installation (prepared in accordance with MITP) within 30 days of the intern's entrance on duty date. AMC Form 2002 (Career Intern Progress Report) will be completed at the end of 6 months and upon completion of phase II training for each AS intern at an installation. The AMC Form 2002 will be forwarded to the AMC address in paragraph B-4*b* above. A copy of the form will be sent to USADACS within 30 days after the end of each evaluation period. In addition to the AMC Form 2002, USADACS requires a copy of the general performance appraisal system rating prepared in conjunction with the 6 month evaluation. Absence of these documents on file in USADACS could jeopardize and/or delay promotion.

B-6. Individual development plan

a. Development. The IDP is a written plan that will be used to prepare the intern for target-level performance. The supervisor, with the intern's input, will develop the IDP by comparing the intern's education and experience with the requirements shown in the MITP. Based on that comparison, the supervisor will tailor the MITP to the intern whose IDP is being developed. When the intern does not have job-related experience, the entire MITP for the job specialty becomes the intern's IDP. If the intern has substantial prior work experience or formal classroom training in the job specialty, selected sections of the MITP may be shortened or deleted. The training time saved by shortening or deleting parts of the MITP can be added to another segment of the IDP in which the intern has little or no knowledge. The supervisor will discuss the IDP with the intern and explain all of the IDP requirements to the intern. The supervisor will complete the IDP within 30 days after the intern enters on duty. AR 690-950-3, paragraph 7-4, gives additional information on the IDP.

b. Changes to the IDP. If conditions at the command or activity indicate that a change, other than those described in *a* above, is desirable, a waiver to change the pertinent sections of the MITP may be requested. The request will be forwarded through the MACOM CPM and DA FCR to HQDA (PECC-TDP), ALEX VA 22332-0300. The request will—

(1) Identify the section of the MITP that would be waived or changed.

(2) Describe the KSAs and the type and percent of training time that would be changed.

(3) Give an analysis of the effect of the change on the intern's ability to perform the duties of the target position upon completion of the revised MITP.

(4) Give an explanation of the need for the change. Requested changes or waivers will not be implemented prior to approval by HQDA (PECC-TDP).

c. DA Forms. The supervisor will reproduce and use the appropriate DA forms listed below to prepare the IDP. Copies of these DA forms are located at the back of this regulation. These forms will be locally reproduced on 8 1/2- by 11-inch paper.

(1) DA Form 5506-R (Ammunition specialis training plan (Formal Classroom Training—USADACS—phase I)).

(2) DA Form 5506-1-R (Ammunition specialis training plan—(GS-1150-Procurement/Production—phase II)).

(3) DA Form 5506-2-R (Ammunition specialis training plan—(GS-1670-Maintenance Operations)—phase II)).

(4) DA Form 5506-3-R (Ammunition specialis training plan—(GS-2001-Supply Operations)—phas II)).

(5) DA Form 5506-4-R (Ammunition specialis training plan—(GS-2130-Transportation Opera tions)—phase II)).

d. Instructions for completing DA forms. Tab B-1 has instructions for completing the DA form listed in c above.

e. Cover sheet. The supervisor will complete D Form 5469-R (Cover Sheet for Career Intern Indivi ual Development Plan) and attach it to the front the completed IDP. A copy of DA Form 5469-R f reproduction is located in AR 690-950-3. This for will be locally reproduced on 8 1/2- by 11-in paper.

f. Distribution of copies. The completed IDP w be distributed as follows:

(1) The supervisor will give a copy of the ID and a copy of this appendix to the intern.

(2) The supervisor, activity CPM, and the serv ing civilian personnel office will each retain a copy the IDP.

Table B-1
Instructions for completing the Individual Development Plan

Item	Instructions
Training description Type of training Hours Percentage of training time Knowledges, skills, and abilities to be acquired	(Do not make entries in these columns unless the content of the MITP is changed as described in paragraphs B-6a through B-6c.)
Dates of training	(Enter the projected beginning and ending dates opposite the training description.)
Training location	(Enter the location where the training will be given.)
Course manager's/Supervisor's name	(Enter the name of the individual responsible for giving that training to the intern.)

B-7. Phase I—learning objectives for formal classroom training at USADACS

a. After completing the formal classroom instructional portion of the training program, the intern will be able to—

(1) Describe provisions, benefits, and responsibilities of Federal employment, provisions of Army civilian career management program, and the purpose of the Equal Employment Opportunity Program.

(2) Select and use technical administrative references and sources of information for Department of the Army, Department of the Navy, and Department of the Air Force.

(3) Define ammunition terminology.

(4) Explain ammunition packing, packaging and marking, and palletization or unitization methods and procedures.

(5) Identify and explain the functioning of individual ammunition commodities, systems, subsystems, components, and assemblies or parts.

(6) List inherent hazards and safety practices for ammunition and explosives.

(7) List tools, gauges, test equipment, and devices related to ammunition.

(8) Recall principles, practices, and procedures used in design, procurement, production, maintenance, and disposal of ammunition, explosives and chemical agents.

(9) Describe principles, practices, and procedures used in storage, supply, and transportation of ammunition and hazardous material.

(10) Describe ammunition logistics organizations and their interrlationships.

(11) Demonstrate basic knowledge of ammunition supply, maintenance, transportation, and production functions.

(12) Demonstrate basic technical knowledge essential to supply, maintenance, transportation, and production functions.

b. During this phase, the intern will satisfactorily complete the training outlined in phase I. (See DA Form 5506-R.) Also, the intern must achieve a satisfactory evaluation in all areas of phase I training.

B-8. Phase II—learning objectives for Procurement/Production Specialist

a. After completing phase II, the intern will be able to—

(1) Determine Ammunition Production Equipment for manufacturing ammunition explosives and chemicals.

(2) Use methods and procedures for determining government and industrial capabilities and capacities for production of ammunition items.

(3) Specify parts, tools, and devices to support production operations.

(4) Identify explosive quantity distance for assigned ammunition.

(5) Employ ammunition storage and outloading drawings and procedures.

(6) Describe ammunition storage facilities, limitations, and utilization techniques.

(7) Recognize and select ammunition hazard markings, placards, symbols, and color codes.

(8) Name primary manufacturers of ammunition and ammunition related items, and other sources of supply.

(9) Forecast, schedule, budget, and determine workload for ammunition production programs.

(10) Use ammunition condition codes.

(11) Prepare and process forms, reports, and automated system documents.

(12) Evaluate ammunition facility workload, workload factors, and skills needed to accomplish workload.

b. During this phase, the intern will satisfactorily complete the training identified in phase II. (See DA Form 5506-1-R.) Also, the intern will achieve a satisfactory evaluation in all areas of phase II training.

B-9. Phase II—learning objectives for Maintenance Operations Specialist

a. After completing Phase II, the intern will be able to—

(1) Determine Ammunition Peculiar Equipment required for maintenance, renovation, and disposal of ammunition, explosives and chemicals.

(2) Describe typical ammunition maintenance and storage facilities, their limitations, and utilization.

(3) Determine compatibility of assigned ammunition for maintenance and storage purposes.

(4) Recognize and select ammunition hazard markings, placards, symbols, and color codes.

(5) Identify primary manufactures of ammunition and related items, and other sources of supply.

(6) Forecast schedule, budget, and workload for ammunition major and minor maintenance and demilitarization programs.

(7) Use ammunition condition codes.

(8) Specify parts, tools, and devices to support test and maintenance.

(9) Apply quality evaluation techniques through process control and acceptance sampling procedures.

(10) Evaluate facility workload and skills to accomplish workload.

b. During this phase, the intern will satisfactorily complete the training identified in phase II. (See DA Form 5506-2-R.) Also, the intern will achieve a satisfactory evaluation in all areas of phase II training.

B-10. Phase II—learning objectives for Supply Operations Specialist

(1) Prepare and process forms, reports, and automated system documents.

(2) Use ammunition conditions codes.

(3) Identify items of assigned ammunition that are interchangeable and substitutable.

(4) Determine compatibility of assigned ammunition for storage purposes.

(5) Identify security measures for ammunition stocks.

(6) Employ space utilization techniques.

(7) Write and review ammunition Standing Operating Procedures.

(8) Associate shelf life/deterioration rates with specific assigned ammunition.

(9) Recall ammunition production base, organization, and operations, and their relationships.

(10) Determine material requirements within budgetary limitations.

(11) Apply surety requirements for chemical and nuclear material.

(12) Describe repair capabilities of ammunition maintenance and repair echelons in the Department of Defense.

(13) State ammunition disposal methods, procedures, and special requirements.

(14) Describe nuclear weapons transportation and storage arrays.

(15) Compute explosive quantity distance for assigned ammunition.

(16) Employ ammunition storage and unloading drawings and procedures.

(17) Employ supply and inventory management principles, practices, and procedures.

b. During this phase, the intern will satisfactorily complete the training identified in phase II. (See DA Form 5506-3-R.) Also, the intern will achieve a satisfactory evaluation in all areas of phase II training.

B-11. Phase II—learning objectives for Transportation Operations Specialist

a. After completing phase II, the intern will be able to—

(1) Determine compatibility of ammunition for transportation purposes.

(2) Identify security measures for ammunition cargo.

(3) Recognize primary manufacturers of ammunition and related items, and other sources of supply.

(4) Employ sound transportation management principles, practices, and procedures.

(5) Plan and program transport equipment requirements.

(6) Determine Department of Transportation shipping criteria using regulations and tariffs.

(7) Identify military and commercial carrier capabilities.

(8) Apply freight rates.

(9) Report transportation discrepancies in shipments.

(10) Write and coordinate transportation mobilization plans.

(11) Monitor movement from supply and acquisition sources to destination.

(12) Select appropriate transportation clauses for inclusion in contracts.

(13) prepare MILSTAMP Documents.

b. During this phase, the intern will satisfactorily complete the training identified in phase II. (See DA Form 5506-4-R.) Also, the intern will achieve a satisfactorily evaluation in all areas of phase II training.

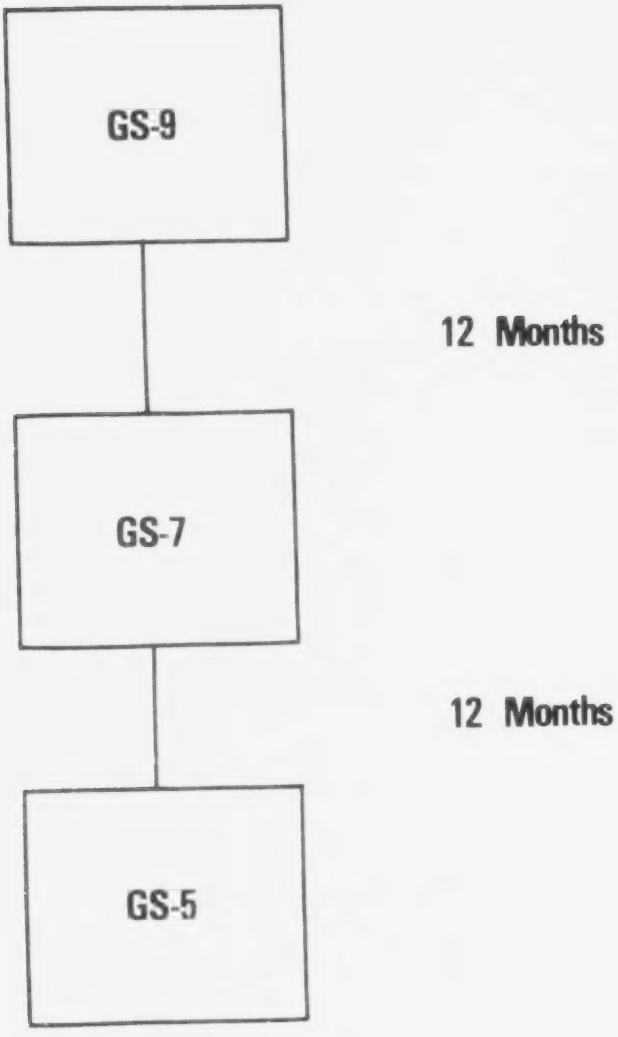


Figure B-1. ASCP intern career ladder which includes the following series: GS-1150, GS-1670, GS-2001, and GS-2130

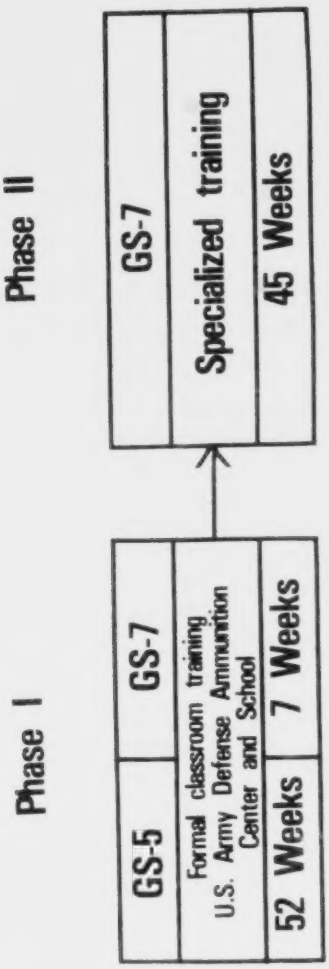


Figure B-2 ASCP intern training profile which includes the following series: GS-1150, GS-1670, GS-2001, and GS-2130

Glossary

Abbreviations

AAP ..... affirmative action plan
AFIT..... Air Force Institute of Technology
ALMC ..... Army Logistics Management Center
AMC..... Army Materiel Command
AMETA..... Army Management Engineering Training Agency
APE ..... ammunition peculiar equipment
AS..... ammunition specialist
ASCMO..... Ammunition Specialist Career Management Office
ASCP ..... Ammunition Specialist Career Program
BQ..... best qualified
CONUS ..... Continental United States
CPM..... career program manager
CPO ..... civilian personnel office
CSC..... Convention for Safe Containers
CTED..... civilian training education and development
DA ..... Department of the Army
DCP ..... Director of Civilian Personnel
DoD ..... Department of Defense
DOT ..... Department of Transportation
EEO ..... equal employment opportunity
EPA ..... Environmental Protection Agency
FAR ..... Federal acquisition regulation
FC..... functional chief
FCR ..... functional chief representative
FPM ..... Federal Personnel Manual
GPAS..... general performance appraisal system
GS..... general schedule
IDP..... individual development plan
KSA ..... knowledge, skills and abilities
LTT..... long-term training
MACOM ..... major Army command
MIL STD..... military standard
MILSTAMP ..... military standard transportation and movement procedures
MITP ..... master intern training plan
OCONUS..... outside continental United States
OJT..... on-the-job training
OPM..... Office of Personnel Management
PDL ..... permanent duty location
RAM..... reliability and maintainability
RIF ..... reduction-in-force
SF ..... standard form
SOP..... standing operating procedure
USADACS..... United States Army Defense Ammunition Center and School

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION: *Active Army, USAR, ARNG*: To be distributed in accordance with DA Form 12-4, requirements for Federal Personnel Manual.

AMMUNITION SPECIALIST TRAINING PLAN *(FORMAL CLASSROOM TRAINING—USADACS)*—PHASE I

For use of the form, see AR 690-950-33; the proponent agency is DCSPER.

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	COURSE MANAGER *g*
Total hours in phase I (Nonacademic time will be deducted from phase I formal training time.)		2374				
1. AMC orientation	C, SS	40	1. At the end of this orientation, the intern will be able to describe provisions, benefits and responsibilities of the Federal employee; provisions of the Army civilian career management program and the purpose of the Equal Employment Opportunity Program.			
2. Technical ammunition	C, D, PE, FT	320	2. At the end of this segment of training, the intern will be able to— a. Select and use technical and administrative references from a variety of sources of information for DOD, Army, Navy, and Air Force. b. Define ammunition terminology. c. Explain ammunition packing, packaging, marking, and palletization or unitization methods and procedures. d. Identify and explain the functioning of individual ammunition commodities and systems. e. List inherent hazards and safety practices for ammunition and explosives. f. List tools, gauges, test equipment and devices related to ammunition.			
3. Technical chemical surety material	C, PE	80	3. At the end of this segment of training, the intern will be able to—			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	COURSE MANAGER *g*
			a. Identify chemical agents and munitions in the Chemical Surety Program. b. Identify procedures in storage, safety, transportation, and security of toxic and incapacitating chemical agents and muntions in the Chemical Surety Program. c. Demonstrate knowledge of detection and identification, decontamination equipment and disposal procedures. d. Demonstrate ability to wear chemical protection clothing and equipment. e. Identify effects of weather/terrain, safety criteria for agent activities, and chemical accident/incident control. f. Identify chemical munitions/containers.			
4. Ammunition life cycle management.	C, PE	40	4. At the end of this segment of training, the intern will be able to— a. Define life cycle. b. List the logistical elements that comprise the life cycle concept to include: (1) An overview of provisioning concepts with some computations. (2) Integrated logistics support. (3) Concepts and methods used in Reliability and Maintainability (RAM).			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	COURSE MANAGER *g*
5. Ammunition maintenance	C, D, PE	142	5. At the end of this segment of training, the intern will be able to— a. Cite and use references, technical drawings and specifications as they relate to maintenance. b. Demonstrate the ability to plan and program to include writing SOP, determining facilities, equipment, safety requirements, and proper methods and procedures.			
6. Ammunition quality evaluation	C, PE	120	6. At the end of this segment of training, the intern will be able to— a. Demonstrate an understanding of theory and practical use for evaluating quality of ammunition through the use of process control and acceptance sampling procedures. b. Demonstrate ability to interpret and use Mil Std 105D, 414, 1235A and 1235A-1.			
7. Ammunition demilitarization	C, D, PE	112	7. At the end of this segment of training, the intern will be able to— a. Demonstrate a thorough knowledge of safety methods and procedures by means of a proficiency examination involving setting up and detonating live explosives. b. Cite proper methods and procedures and regulations to include local, Federal, State, and EPA laws involved in the disposal of ammunition.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	COURSE MANAGER *g*
8. Installation traffic management of hazardous materials	C, FT, PE	160	8. At the end of this segment of training, the intern will be able to— a. Describe principles, practices, and procedures used in the safe transport of ammunition and explosives. b. Cite and use military and Department of Transportation regulations involving the transportation of ammunition and explosives.			
9. Ammunition supply	C, FT, PE	120	9. At the end of this segment of training, the intern will be able to— a. Demonstrate knowledge of supply procedures to include accountability and stockage, inventory and adjustment procedures. b. Demonstrate a knowledge of standard supply systems, equipment authorization systems, ammunition item management, asset reporting, installation supply, procurement, production, maintenance and disposal.			
10. Guided missile familiarization	C, PE, SS	120	10. At the end of this segment of training, the intern will be able to— a. Demonstrate an understanding of basic missile structures, propulsion systems and guidance systems. b. Identify current guided missile systems. c. Demonstrate ability to follow safe shop practices, to use proper tools, and test and measuring equipment.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	COURSE MANAGER *g*
			d. Identify proper procedures of non-destructive testing, maintenance, storage, and transportation of guided missile systems and components. (Students must have a security clearance of CONFIDENTIAL.)			
11. Nuclear weapons familiarization	C, PE, SS	160	11. At the end of this segment of training, the intern will be able to— a. Demonstrate an understanding of background information, warheads, projectiles, Army adaption kits, general safety, and radiation detection and protection. b. Explain the nuclear weapons surveillance program. c. Demonstrate knowledge of the nuclear weapons surety program, publications, and procedures involving storage and transportation. (Students must have a security clearance of CONFIDENTIAL.)			
12. Inventory management of ammunition	C, FT, PE	200	12. At the end of this segment of training, the intern will be able to— a. Determine inventory management requirements of ammunition based on procurement direction, distribution management, storage and space control, cataloging, stock control inventory principles, requisitioning and issue procedures, and worldwide stock status reporting. b. Demonstrate problem-solving and decision-making techniques by means of and Inventory Management Simulation.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	COURSE MANAGER *g*
13. Ammunition storage	C, FT, PE	120	13. At the end of this segment of training, the intern will be able to— a. Describe storage facilities. b. Determine proper procedures for physical security, receipt and shipment including blocking and bracing. c. Demonstrate ability to assure that installation and administrative procedures are followed in operations involving storage operations. d. Cite storage safety requirements.			
14. Government Contract Law (Course is sponsored by the Air Force Institute of Technology, Wright-Patterson Air Force Base, Ohio)	C, CS	80	14. At the end of this segment of training, the intern will be able to— a. Determine the relationship between contract management and contract administration. b. Describe cost and price analysis policies, procedures, techniques, and negotiations, contract modifications, and terminations. c. Cite legal principles as determined by common law statutes, regulations and court or board decisions with modifications, terminations remedies, interpretation of contract language, award procedures, government and industrial properties, defective pricing data, patent and date law, and laws affecting the flow of contract monies.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	COURSE MANAGER *g*
			d. Demonstrate knowledge of production, quality assurance, price and cost analysis accounting, industrial property, subcontracting, contractor evaluation, and financing.			
15. Production management I (AFIT)	C, CAI, CS, FT	256	15. At the end of this segment of training, the intern will be able to— a. Describe industrial organizations and operation management of raw materials, inspections, and quality control. b. Cite contract pre-award and post-award activities, production planning and control techniques and advancements in manufacturing technology. c. Observe Production Management policies and procedures at an industrial plant during a 3-week field trip. d. Determine government-contractor relationships and standards of conduct.			
16. Management of Defense Acquisition Contracts (ALMC)	C	160	16. At the end of this segment of training, the intern will be able to determine contract procedures as prescribed by statutes, the Federal Acquisition Regulation (FAR), the DOD FAR Supplement and other directives which govern DOD acquisition operations.			
17. Intermodal Dry Cargo Container (CSC) reinspection.	C, FT	24	17. At the end of this segment of training, the intern will be able to— a. Identify pertinent regulations and reporting procedures, container components and construction, and requirements for applying decals.			

TRAINING DESCRIPTION a	TYPE OF TRAINING b	HOURS c	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED d	DATES OF TRAINING e	TRAINING LOCATION f	COURSE MANAGER g
			b. Analyze reinspection criteria. c. Cite the requirements for reinspection of intermodal dry cargo containers under Convention for Safe Containers Standards.			
18. Work Planning and Control Systems (AMETA)	C, CS	80	18. At the end of this segment of training, the intern will be able to— a. State the importance and relationships of the following work planning and control functions: forecasting, job acceptance, product planning, process planning, time estimating, general resource planning, scheduling and loading and aspects of control. b. Demonstrate the ability to plan and coordinate the functions in an integrated manner. c. Determine the importance of management information systems contribution to planning and control. d. Define terminology: statistical forecast control, line of balance, network based management techniques, value-engineering work measurement, break-even analysis. e. Demonstrate knowledge of material covered by means of a course paper relating subject matter to his/her own work environment.			
19. Leadership Training Course	C, CS, PE	40	19. At the end of this segment of training the intern will understand the characteristics of leadership and how leadership skills are applicable to his or her occupation and position as well as to total Army goals.			

LEGEND: C—Conference/lecture; CAI—Computer assisted instruction; CS—Case study; D—Demonstration; FT—Field trip; PE—Practical exercise; SS—Supervised study

AMMUNITION SPECIALIST TRAINING PLAN *(GS-1150-PROCUREMENT/PRODUCTION)*—PHASE II

For use of this form, see AR 690-950-33; the proponent agency is DCSPER.

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
Total hours in phase II (Nonacademic time will be deducted from phase II OJT time.)		1800				
1. Orientation to permanent duty location (PDL)	CS, D, FT, SS	16	1. At the end of this orientation, the intern will be able to describe the organization and mission of the PDL, the importance of the mission and its relationship to the overall DA mission.			
2. Contracting	D, SS	384	2. At the end of this segment of training, the intern will be able to— a. Define the current scope of contracting at installation and directorate interface with the total contracting effort. b. Evaluate bids prior to awards of contract. c. Administer contract after award. d. Define various types of contracts to be used. e. Apply standard contracting practices and procedures to ammunition.			
3. Facilitization	D, SS	200	3. At the end of this segment of training, the intern will be able to— a. Determine ammunition production equipment required for manufacturing ammunition, explosives and chemicals. b. Specify parts, tools, and devices required to support production operations. c. Describe ammunition production and storage facilities, limitations, and utilization techniques.			

TRAINING DESCRIPTION a	TYPE OF TRAINING b	HOURS c	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED d	DATES OF TRAINING e	TRAINING LOCATION f	SUPERVISOR g
4. Manufacturing	D, SS	384	4. At the end of this segment of training, the intern will be able to— a. Name primary manufacturers of ammunition and ammunition related items, and other sources of supply. b. Specify manufacturing procedures and technologies necessary for the production of ammunition.			
5. Workload analysis and facility assignment	D, SS	304	5. At the end of this segment of training, the intern will be able to— a. Use methods and procedures for determining government and industrial capabilities and capacity for production of ammunition items. b. Forecast, schedule, budget, and determine workload for ammunition production programs. c. Evaluate ammunition facility workload, workload factors, and skills required to accomplish workload. d. Budget for ammunition programs with its related planning, programming and documentation.			
6. Technical evaluation	D, SS	312	6. At the end of this segment of training, the intern will be able to— a. Analyze the technical aspects of production operations to include specific hazards, types and compatibilities of explosive fillers, metal parts, protective coating, etc. b. Identify explosive quantity distance for ammunition production operations and facilities.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
			c. Employ ammunition storage and outloading drawings and procedures. d. Write and review Standing Operating Procedures for ammunition production operations. e. Recognize and select ammunition hazard markings, placards, symbols and color codes. f. Use ammunition condition codes. g. Prepare and process forms, reports, and automated system documents.			
7. Facility readiness and surge planning	D, SS	200	7. At the end of this segment of training, the intern will be able to— a. Recall ammunition production base, organization and operations, and their interrelationships. b. Identify items of assigned ammunition that are interchangeable and substitutable. c. Describe policies, procedures and capabilities of ammunition productions base in the event of surge and mobilization.			

LEGEND: CS—Case study; D—Demonstration; FT—Field trip; SS—Supervised study.

AMMUNITION SPECIALIST TRAINING PLAN *(GS-1670-MAINTENANCE OPERATIONS)*—PHASE II

For use of this form, see AR 690-950-33; the proponent agency is DCSPER.

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
Total hours in phase II (Nonacademic time will be deducted from phase II OJT time.)		1800				
1. Orientation to permanent duty location (PDL)	CS, D, FT, SS	16	1. At the end of this orientation, the intern will be able to describe the organization and mission of the PDL, the importance of the mission and its relationship to the overall DA mission.			
2. Modification	D, SS	304	2. At the end of this segment of training, the intern will be able to describe the modification process to include types, funding, methods and procedures.			
3. Reclamation	D, SS	200	3. At the end of this segment of training, the intern will be able to— a. Identify material for reclamation based upon an economic analysis. b. Define various methods for reclamation. c. Apply quality evaluation techniques through process control. d. Evaluate facility workload and skills needed to accomplish a task.			
4. Renovation	D, SS	304	4. At the end of this segment of training, the intern will be able to— a. Determine material equipment and process requirements necessary to renovate ammunition to a serviceable condition. b. Determine Ammunition Peculiar Equipment (APE) required for maintenance renovation of ammunition explosives and chemicals.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
5. Preservation and packaging	D, SS	200	5. At the end of this segment of training, the intern will be able to define levels of preservation and packaging as they apply to ammunition.			
6. Demilitarization	D, SS	200	6. At the end of this segment of training, the intern will be able to— a. Define alternative methods for demilitarizing ammunition. b. Forecast, schedule, budget, and determine workload for ammunition demilitarization programs.			
7. Classification	D, SS	200	7. At the end of this segment of training, the intern will be able to— a. Use ammunition condition codes properly. b. Classify ammunition based upon type, condition, maintenance requirements, primary manufacturer, and source of repair. c. Differentiate between levels of maintenance.			
8. Production planning and control	D, SS	192	8. At the end of this segment of training, the intern will be able to— a. Write and review ammunition standing operating procedures. b. Determine APE required for maintenance, renovation, and disposal of ammunition, explosives, and chemicals. c. Describe typical ammunition maintenance and storage facilities, their limitations and utilization.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
			d. Identify primary manufacturers of ammunition and related items and other sources of supply. e. Forecast, schedule, budget, and determine workload for ammunition major and minor maintenance programs and demilitarization programs. f. Specify parts, tools, and devices required to support tests and maintenance. g. Evaluate facility workload and skills required to accomplish workload.			
9. Quality control	D, SS	184	9. At the end of this segment of training, the intern will be able to— a. Determine compatibility of assigned ammunition for maintenance and storage purposes. b. Recognize and select ammunition hazard markings, placards, symbols, and color codes. c. Specify parts, tools, and devices required to support test and maintenance. d. Apply quality evaluation techniques through process control and acceptance sampling procedures. e. Prepare a quality control plan.			

LEGEND: CS—Case study; D—Demonstration; FT—Field trip; SS—Supervised study

AMMUNITION SPECIALIST TRAINING PLAN *(GS-2001-SUPPLY OPERATIONS)*—PHASE II

For use of this form, see AR 690-950-33; the proponent agency is DCSPER.

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
Total hours in phase II (Nonacademic time will be deducted from phase II OJT time.)		1800				
1. Orientation to permanent duty location (PDL)	CS, D, FT, SA	16	1. At the end of this orientation, the intern will be able to describe the organization and mission of the PDL, the importance of the mission, and its relationship to the overall DA mission.			
2. Receipt, storage, and issue	D, SA	304	2. At the end of this segment of training, the intern will be able to— a. Prepare and process forms, reports, and automated system documents. b. Employ ammunition storage and outloading drawings and procedures. c. Employ space utilization techniques. d. Determine compatibility of assigned ammunition for storage purposes. e. Describe nuclear weapons transportation and storage arrays. f. Write and review ammunition standing operating procedures. g. Compute explosive quantity distance requirements for assigned ammunition.			
3. Inventory and accountability	D, SA	304	3. At the end of this segment of training, the intern will be able to use various inventory and accountability procedures, principles and practices to ascertain ammunition asset levels and ensure overall asset control.			
4. Acquisition	D, SA	304	4. At the end of this segment of training, the intern will be able to— a. Identify various types of contracts used for the acquisition of ammunition.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
			b. Review acquisition plans to determine that material requirements are within budgetary limits.			
5. Program, planning, and control	D, SA	304	5. At the end of this segment of training, the intern will be able to— a. Apply standard life-cycle management practices to ammunition. b. Establish and track milestone events. c. Identify ammunition requirements. d. Write and review ammunition standing operating procedures.			
6. Disposal	D, SA	184	6. At the end of this segment of training, the intern will be able to— a. Determine need for disposal of hazardous or obsolete ammunition and explosives. b. Define proper methods, procedures, and special requirements for the disposal of ammunition.			
7. Care of supplies in storage	D, SA	200	7. At the end of this segment of training, the intern will be able to— a. Differentiate between levels of maintenance. b. Apply the appropriate funding to maintain assets in a serviceable condition. c. Use ammunition codes properly. d. Associate shelf-life/deterioration rates with specific assigned ammunition. e. Describe repair capabilities of ammunition maintenance and repair echelons within the Department of Defense.			

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
8. Requirements determination	D, SA	184	8. At the end of this segment of training, the intern will be able to— a. Determine various requirement levels for ammunition given certain budgetary limitations. b. Identify items of assigned ammunition that are interchangeable and substitutable. c. Identify security measures for ammunition stocks. d. Recall ammunition production base, organization and operations and their interrelationships. e. Apply surety requirements for chemical/nuclear material.			

LEGEND: CS—Case study; D—Demonstration; FT—Field trip; SA—Supervised activity

AMMUNITION SPECIALIST TRAINING PLAN *(GS-2130-TRANSPORTATION OPERATIONS)*—PHASE II

For use of this form, see AR 690-950-33; the proponent agency is DCSPER.

TRAINING DESCRIPTION *a*	TYPE OF TRAINING *b*	HOURS *c*	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED *d*	DATES OF TRAINING *e*	TRAINING LOCATION *f*	SUPERVISOR *g*
Total hours in phase II (Nonacademic time will be deducted from phase II OJT time.)		1800				
1. Orientation to permanent duty location (PDL)	CS, D, FT, SA	16	1. At the end of this orientation, the intern will be able to describe the organization and mission of PDL, the importance of the mission, and its relationship to the overall DA mission.			
2. Transportation requirements and deficiency reporting	D, SA	200	2. At the end of this segment of training, the intern will be able to— a. Determine Department of Transportation (DOT) shipping criteria using regulations and tariffs. b. Determine compatibility of ammunition for transportation purposes. c. Identify security measures for ammunition cargo. d. Identify military and commercial carrier capability. e. Monitor movement from supply and acquisition sources to destination. f. Plan and program transport equipment. g. Apply freight rates. h. Detect and properly report transportation discrepancies. i. Write and coordinate transportation mobilization plans. j. Prepare MILSTAMP documents. k. Write and review standing operating procedures.			

TRAINING DESCRIPTION a	TYPE OF TRAINING b	HOURS c	KNOWLEDGE, SKILLS, AND ABILITIES TO BE ACQUIRED d	DATES OF TRAINING e	TRAINING LOCATION f	SUPERVISOR g
3. Shipment of hazardous material by rail	D, SA	592	3. At the end of this segment of training, the intern will be able to— a. Prepare and process documentation associated with transportation of ammunition by rail. b. Specify outloading requirements and routing schedules of railcars.			
4. Shipment of hazardous material by air	D, SA	200	4. At the end of this segment of training, the intern will be able to— a. Prepare and process documents associated with shipments of ammunition by air. b. Select appropriate transportation clause for inclusion in contracts. c. Determine hazardous material compatibility. d. Determine equipment requirements. e. Employ sound transportation principles and practices.			
5. Shipment of hazardous material by water	D, SA	200	5. At the end of this segment of training, the intern will be able to determine requirement for water shipment by using appropriate Coast Guard criteria.			
6. Shipment of hazardous material by motor vehicle	D, SA	592	6. At the end of this segment of training, the intern will be able to— a. Identify military and commercial motor vehicle capabilities. b. Determine shipping criteria using regulations and tariffs. c. Apply appropriate transportation rates to motor vehicle shipments of hazardous materials.			

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EMPLOYMENT MOBILITY AGREEMENT FOR THE AMMUNITION SPECIALIST CAREER PROGRAM

For use of this form, see AR 690-950-33; the proponent agency is DCSPER.

1. Selection for the Ammunition Specialist Career Program (ASCP) is based on the selectee's completion of this agreement prior to appointment:

Department of the Army (DA) agrees to assign the undersigned selectee to positions in the ASCP and agrees that future assignment of this selectee will be consistent with the provisions of this agreement and mobility requirements in AR 690-950-33 (Civilian Career Program for Ammunition Specialists). Whenever possible, geographic preferences of the selectee will be considered in the relocation process. Management recognizes its obligation to exercise judgment and integrity in assigning the selectee under the terms of this agreement.

2. The selectee understands—

a. That the requirements of the ASCP stated in AR 690-950-33 apply, and recognizes his or her obligation to accept directed assignments as determined by the Ammunition Specialist Career Management Office.

b. That directed assignments to duty stations within the continental United States (CONUS) normally will be for not less than 3 years unless the selectee is promoted or mission requirements state otherwise.

c. That assignments to positions overseas, to include Alaska and Hawaii, will be in accordance with established tours as defined in the Joint Travel Regulations.

d. That when leaving a position in CONUS to accept an overseas position, to include Alaska and Hawaii, statutory reemployment rights will be retained as stated in AR 690-300, chapter 352, subchapter 8; section 1586 of title 10, United States Code.

e. That overseas assignments normally will be followed by tours of duty within CONUS.

f. That authorized travel and transportation expenses due to temporary or permanent changes in duty stations will be borne by DA.

g. That failure to comply with this agreement may result in the separation from the ASCP or from DA.

h. That the selectee may request release from this agreement if subsequent circumstances of undue hardship or gross inequity would result if release were not granted.

3. Management's and selectee's obligations under this agreement are ended when the selectee accepts employment not covered by the ASCP and this agreement.

SELECTEE'S SIGNATURE	DATE
AS CAREER PROGRAM MANAGER'S SIGNATURE	DATE
CPO REPRESENTATIVE'S SIGNATURE	DATE